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**Subject:**  
**Attach:** schedule dec2003.doc

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Hello,  
Attached is the QC meeting schedule for December. Ralph Timperi requested that the meetings be held in the conference room on the second floor, rm. 202, as noted on the schedule. The only exception to this change in meeting location is the Newborn Screening labs, which will continue to meet in the NBS conference room.  
We will inform you of the monthly meetings times on a monthly basis. We will make every attempt to conduct meetings the first two weeks of each month, but the scheduling may vary. Thanks for your patience during this time.  
Thanks,  
Peggy